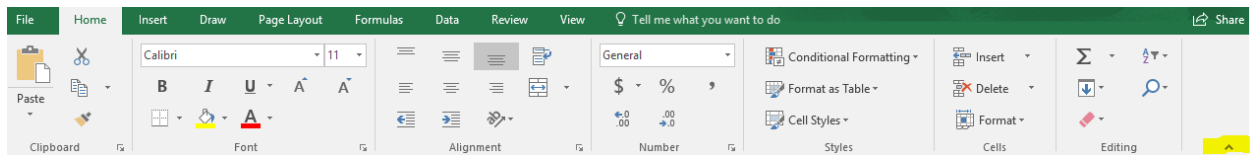


SBAC Spreadsheet Analysis Tool Directions

1. First you need a recent version of Excel. I believe you need 2010 or later in order for access to all the capabilities of the file.
2. Download all SBAC student level data from the AIR website if you do not already have it. There is a separate download or excel spreadsheet for each grade.
3. Open the SBAC analysis tool.
4. Copy each grade's data into the SBAC analysis tool spreadsheet into the sheet labeled "data". Do not copy the column headers, as they are already included.
5. Click on the Data menu at the top of the screen and click on the icon that says "Refresh All". This updates your file so it will read the data you copied into it.
6. In order for the graphs to fit better on your screen you will want to hide the menus at the top. To do this click on the highlighted arrow shown in the screenshot of the menu below.



7. There are 4 sheets with graphs, 2 for Math and 2 for ELA. They are all set up the same way, with sliders available to the far right to allow you to look at the data for different subgroups. One sheet for each subject (Math, ELA) allows you to evaluate your schoolwide data. The 2nd one for each subject allows you to analyze the same data by grade.

If you run into any issues or questions contact Eric Meredith at emeredith@mt.gov or (406)444-3642